



U.S. OFFICE PRISTINA

VACANCY ANNOUNCEMENT

02/2007

POSITION: UNIFORMED SECURITY GUARD
OPENING DATE: JANUARY 30, 2007
CLOSING DATE: This announcement is "Opened Until Filled".
EARLY CONSIDERATION DATE: First cut-off date is February 19, 2007.
Applications received after this date will be rated and considered as needed.
WORK HOURS: 40 HRS/WEEK
SALARY: FSN-3 (€8,668.00 annually)

KEY REQUIREMENTS:

- 1) Subject to working 12-hour work days;**
- 2) Subject to working rotating shifts, evenings, weekends, and holidays.**

MAJOR DUTIES AND RESPONSIBILITIES:

Monitors security communications systems at USG Facilities. Monitors closed circuit television (CCTV); Intrusion Detection Systems (IDS); radio systems and phone systems. Activates and deactivates security systems. Maintains logs and journals. Controls access of vehicles and pedestrians to USG Facilities or to restricted areas. Checks identifications and authorizations granting entrance to persons and vehicles with proper authorizations and denying entrance to those not authorized. Issues passes to visitors. Provides directions and other information to visitors. Keeps record of entrances and departures of visitors. Alerts cognizant officers of apparent security violations. Guards a broad range of highly sensitive items applying stringent security measures and procedures. Protects items from fire, theft, sabotage, loss, damage and destruction. Warns persons who violate minor security infractions. Observes persons who violate security regulations, persons committing crimes, and relates observations to local law enforcement agencies. Inspects vehicles to assure they meet safety and other requirements. Inspects cargo seals on arriving and departing commercial carriers. Ensures visitors have required escorts. Writes reports of incidents. Maintains logs of persons entering and leaving facility. Checks persons and vehicles leaving facility for unauthorized removals of items. Checks buildings and gates to assure they are secured. Reports fires, accidents and hazards. Summons emergency vehicles and crews when needed. Renders first aid when appropriate. Directs persons to leave areas of fires and other dangers. Uses necessary force for personal and employee defense.

REQUIRED QUALIFICATIONS:

Education: Completion of secondary school is required.

Experience: Two or more years in a law-enforcement capacity is required. This requirement may be substituted by one or more of the following: • Completed college degree in any subject • 3 years work experience dealing with the public (work performed primarily in a food-service capacity is not qualifying).

Language proficiency: English level 2; Albanian level 3, Serbian level 3.

Testing/verification of documented language skills will be required.

Job Knowledge: Must have ability to work in multicultural, international environment. Must have high customer service standards, balanced with a strong sense of security. Must demonstrate ability to work in teams, independently, exercise good judgment, discretion, initiative and dependability.

Skills and abilities: Must be willing and physically able to perform security related duties such as defense of self or the defense of others. Must have the ability to use and maintain security equipment such as: metal detectors, batons, radios, handcuffs, etc. Must be able to work independently in a physically demanding environment.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants must be eligible for employment under host government laws and regulations.
4. For **NON-SENSITIVE** positions (includes all FSN, some TCN and some Americans) –A suitability and security certification is required prior to beginning employment. USOP security personnel will conduct a full-field background investigation.
5. Must pass a pre-employment physical.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application for Federal Employment (OF-612 Form).
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of UNMIK ID or copy of Passport

****SPECIAL NOTE :** Include all employment and/or volunteer experience for the past 5 years on application for Federal Employment OF-612.

SUBMIT APPLICATIONS TO:

U.S. Office Pristina
Human Resources Office
Address: Nazim Hikmet, 30
Pristina, Kosovo

An Equal Opportunity Employer

The US Mission in Kosovo provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

ONLY SELECTED CANDIDATES WILL BE CONTACTED